

# Templemoor Infant and Nursery School



**SEN Teaching Assistant 1**

**Application Pack**





# Contents

Welcome letter from the Headteacher

Important Dates

Role Advertisement

Job Description

Person Specification

Making an application

Safeguarding Information



# Welcome to Templemoor

June 2022

Dear Applicant,

Thank you for your interest in the SEN Teaching Assistant 1 vacancy at Templemoor Infant and Nursery School.

Templemoor is a happy and vibrant infant and nursery school in Sale Moor. Our children are enthusiastic and eager to learn and all our staff are dedicated to delivering an excellent standard of education to the children in our care throughout the school day and beyond. Our core values are:

**Caring:** We care for and respect each other.

**Achieving:** We love to learn and achieve.

**Making a difference:** We make a difference in our world.

**Together:** We have fun working together.

We expect all staff to share these core values.

We are a high achieving school and care passionately about our children.

We are looking for an enthusiastic, professional and committed SEN Teaching Assistant to work with a pupil who is joining our Reception Class, who has an EHC plan. Your main role will involve supporting the pupil with complex medical needs, working with the child on a one-to-one basis, as well as supporting the classroom teacher.

This is a unique and exciting opportunity to work in a popular, friendly and successful infant and nursery school with a real family feel. You must be able to build positive relationships with both children and staff, be able to work on your own initiative and be calm, patient, hard working, committed and reliable.

I very much look forward to receiving your application and meeting you soon.

Best wishes,

Mr Stuart Hodgson  
Headteacher



# Important Dates

The closing date for applications  
**Midnight, Sunday 10th July 2022**

Shortlisting  
**Monday 11th July 2022**

Interview Dates  
**From Wednesday 13th July 2022**



# Role Advertisement

**Role:** SEN Teaching Assistant 1

**Salary:** Band 3, Scale 6 to 11, £20,043 to £22,129 pro-rata

**Hours:** 33.75 hours per week Monday to Friday 8:30am to 3:45pm Term Time Only plus 5 days INSET.

**Contract:** Fixed Term contract (linked to SEN funding) – if provision is no longer required/the child leaves the school, the post will not be continued.

**Start Date:** 1st September 2022

We are seeking to appoint a highly motivated, hard-working and enthusiastic SEN Teaching Assistant who will work with a pupil who is joining our Reception Class with complex medical needs, who has an EHC plan. The role will involve supporting the child to access lessons in class and working with the child on a one-to-one basis.

## The successful applicant will:-

- Be motivated and passionate about supporting young children with complex medical needs.
- Be positive and caring.
- Have experience of working with children in Early Years and/or Key Stage One.
- Be able to build positive relationships with children.
- Be able to work on their own initiative.
- Be hard working, professional and reliable.
- Communicate effectively with parents, children and colleagues.
- Be adaptable when routines change.
- Be willing to undertake training in relation to the role.

## In return we can offer you:

- Fantastic children who are eager to learn and who love school.
- A welcoming, experienced and supportive team who work collaboratively.
- Support from a highly experienced SENDCO.
- A positive and happy working environment.
- A programme of professional development training and opportunities.
- An opportunity to make a real difference to the lives of our pupils.

If you believe you have the qualities we are looking for, we would love to hear from you. An application pack can be downloaded from our school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk). Please send completed applications electronically addressed FAO Mr Stuart Hodgson – Headteacher via [recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk).

Please note: an application form must be completed as **CVs will not be accepted**.

The closing date is midnight on Sunday 10th July 2022.

Shortlisting will take place on Monday 11th July 2022, with interviews starting from Wednesday 13th July 2022.

Templemoor Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. Appointments will be subject to successful references, eligibility to work in the UK, a full and enhanced Disclosure and Barring Service (DBS) Check, Staff Disqualification Declaration and a health check.

Visits to the school are welcome. Please contact the school office on 0161 969 1622 to book an appointment or for additional information. An application pack can be downloaded from our school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk).



# Job Description

<b>JOB TITLE</b>	Teaching Assistant SEND TA1
<b>RESPONSIBLE TO</b>	Class teacher, Senior Leadership Team.
<b>GRADE</b>	Band 3 - Scale 6 to 11
<b>SALARY</b>	£20,043 to £22,129 pro rata
<b>HOURS OF WORK</b>	33.75 hours per week Monday to Friday 8:30am to 3:45pm Term Time Only plus 5 days INSET
<b>START DATE</b>	1st September 2022

## JOB DESCRIPTION SUMMARY

To assist in promoting the learning and personal development of the children to whom you are working with, to enable them to make best use of the educational opportunities available to them.

## KEY RESPONSIBILITIES - SUPPORT FOR PUPILS

- Attend to the pupils' complex medical needs by providing personalised support, following child specific training.
- Clarifying, explaining instructions and communicating using language supported by visual prompts, actions and gesture.
- Ensuring the pupil is able to use equipment and materials provided safely.
- Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to the pupil's needs.
- Assisting in specific areas, e.g. speech and language development, self-care skills.
- Using praise and assistance to encourage the pupil to participate fully and engage with others.
- Helping to make appropriate resources to support the pupil.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Giving positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To attend to the pupils' toileting and personal care needs, where necessary.
- Under the direction of the teacher, carrying out and reporting on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- Undertake relevant training specific to the needs of the pupil.
- Demonstrate a process and competencies in relation to complex medical needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- To promote and protect the child's emotional and mental wellbeing by, for example, supporting the pupil in developing social skills and friendships both in and out of the classroom and by establishing supportive relationships with the pupil.
- Liase closely with parents and carers.

### **KEY RESPONSIBILITIES - WORKING CLOSELY WITH OTHER STAFF**

- Liaising with class teacher, SENCO and other professionals about provision, contributing to the planning and delivery as appropriate.
- Contributing towards reviews of the pupil's progress as appropriate.
- Providing regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the personalised strategies adopted (e.g. speech and language therapy plan).
- Undertaking necessary clerical/admin work to assist with the smooth running of the classroom.
- Gather/report information from/to parents/carers as directed

### **KEY RESPONSIBILITIES - SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times, including at lunchtimes;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*





# Person Specification

Please read this Person Specification carefully: it will be used to assess each candidate's suitability for short-listing for interview. You should state any and all experience you have acquired to date in order to demonstrate how you meet the criteria to work at Templemoor Infant and Nursery School.

	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>QUALIFICATIONS</b>			
To hold or be working towards a recognised Child Care qualification at Level 2 for Teaching assistants or equivalent.	✓		Application
GCSE Maths and English - Grade C minimum.	✓		Application
Knowledge of Special Educational Needs Code of Practice.		✓	Application
Hold a relevant Teaching Assistant qualification.		✓	Application
First Aid or willingness to obtain.		✓	Application
Training in specific areas of SEN or child development		✓	Application
<b>EXPERIENCE</b>			
Successful experience of working with or caring for children aged 3 to 7.	✓		Application/ Interview
<b>KNOWLEDGE</b>			
An understanding of the Early Years Foundation Stage and Key Stage One curriculum.	✓		Application/ Interview
An understanding and commitment of the school's vision, core values and policies.	✓		Interview
Good understanding of safeguarding procedures.		✓	Interview
<b>SKILLS AND ATTITUDES</b>			
Confidence and ability to work with children across the primary age range 4 - 7 years.	✓		Application/ Interview
Ability to establish positive relationships with students and empathise with their needs.	✓		Application/ Interview
Ability to engage and enthuse children in their learning.	✓		Application/ Interview
Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.	✓		Application/ Interview
Ability to deal confidently and sensitively with complex medical issues.	✓		Application/ Interview

Effective communication skills.	✓		Application/ Interview
Creative, able to produce learning resources to support learning.		✓	Application/ Interview
Evidence of effective organisational skills	✓		Application/ Interview
<b>PERSONAL QUALITIES</b>			
Empathy with children facing barriers to their learning.	✓		Application/ Interview
Calm and patient.	✓		Interview
Friendly, flexible, open and positive attitude and works well in a team.	✓		Interview
A keen interest in children and their learning.	✓		Interview
Commitment to a child centred approach, high expectations of the child, self and others.	✓		Application/ Interview
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	✓		Application/ Interview
Demonstrates high levels of motivation, commitment and enthusiasm.	✓		Application/ Interview
Ability and willingness to undertake training and professional development	✓		Application/ Interview
A willingness to seek specialist advice and awareness of where to seek it.	✓		Application
Willingness and ability to adapt to a wide range of duties in response to changing circumstances.	✓		Application/ Interview
Personal resilience and a sense of humour.	✓		Application/ Interview
Well-presented and professional manner.	✓		Application/ Interview
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances.	✓		Application/ Interview
<b>SAFEGUARDING</b>			
Ability to safeguard and promote the welfare of children.	✓		Interview
Appreciates the significance of safeguarding and interprets this for all individual children whatever their life circumstances.	✓		Interview
Has a good understanding of safeguarding procedures.	✓		Interview
Can demonstrate an ability to contribute towards a safe environment.	✓		Interview



# Making an Application

## Visits to the school

Visits to the school are welcome. Please contact the school office on 0161 969 1622 to book a time and date to visit.

## The Application Form

If you would like to apply for this post please download and complete the application form on the school website.

Your supporting statement should address the selection criteria detailed in the Person Specification. Please return your completed application by email to:

**[recruitment@templemoor.trafford.sch.uk](mailto:recruitment@templemoor.trafford.sch.uk)**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. Please ensure that you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed. **CVs will not be accepted.**

The closing date for applications is **midnight on Sunday 10th July 2022.**

## References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification.

## The Interview

The interview will consist of questions from the interview panel. Interviews will take place at the school.

## Data Protection

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

**Any questions?**

Should you have any further questions then please email the Headteacher via the email address above.



# Safeguarding Information

**The welfare, safety and security of all children in our school is of paramount importance to all members of the Templemoor community.**

This information sheet provides a summary of our safeguarding and child protection procedures for prospective candidates at the recruitment stage. Please refer to our full safeguarding policy documents on our school website ([templemoorinfants.co.uk](http://templemoorinfants.co.uk)) for more details.

## **Recruitment and Vetting**

- CVs will **NOT** be accepted. Candidates **MUST** use the official application form.
- Providing false information is an offence and could result in an application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.
- Shortlisted applicants **must** complete a criminal self-disclosure form.
- At least one member of the recruitment panel has been trained in Safer Recruitment.
- At least two references will be sought for all prospective staff members at interview stage, including one from your most recent employer.
- All staff members will be required to undergo an enhanced DBS (Disclosure and Barring Service) check, which will be repeated periodically.
- Knowledge and understanding of safeguarding children will be explored at interview.
- If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence) and original exam qualification certificates.
- Candidates will need to provide proof of eligibility to work in the UK.
- The successful candidate will be required to complete a Medical Declaration and receive fitness for work.

## **Safeguarding Policies**

- All staff members must adhere to our Child Protection and Safeguarding Policy, which has been written in line with current national guidance and legislation, having regard to their responsibilities for reporting any concerns to the Designated Safeguarding Lead.
- All staff members must undertake child protection training and repeat this training annually.

## **Safe Learning Environment**

- All staff members must adhere to other related policies and guidance, e.g. health and safety policy, risk assessments, e-safety policy etc. in order to maintain a safe learning and working environment for all.